



## MUNICIPALITY OF OTJIWARONGO

### EXTERNAL ADVERTISEMENT

The Municipality of Otjiwarongo, as established in terms of the Local Authorities Act, 1992 (Act 23 of 1992) as amended, invites suitably qualified candidates who meet the minimum qualifications and experience to apply for the following vacant position. All applications should reach the office of the **Human Resources Officer** on or before **22<sup>nd</sup> August 2025 at 12H00.**

#### Vision

*"to evolve into a world class smart city and vibrant economic hub of service excellence and shared prosperity"*

#### Mission

*"to efficiently and responsively serve the Otjiwarongo community towards growth and development"*

#### NOTICE

#### **PERSONAL ASSISTANT TO CEO/COUNCIL SUPPORT OFFICER (PATTERSON GRADE C4)**

**REMUNERATION SCALE: N\$ 360 674.28 Per Annum**

**HOUSING ALLOWANCE: N\$ 144 269.71 Per Annum**

**TRANSPORT ALLOWANCE: N\$ 10 512.00 Per Annum**

#### PURPOSE OF THE JOB

To render administrative support to the Chief Executive Officer and also be responsible for functions relating to Administration and Support to Councillors and the Mayor.

#### KEY PERFORMANCE AREAS:

- Manage correspondence as instructed by the Chief executive Officer, Management, Management Committee and Council
- Keep the Chief Executive Officer's filling up to date
- File all confidential Municipality documents and archives
- Renders registry services by coordinating the movement of files.
- Coordinates and keep the Chief Executive Officer and Mayor's diaries updated with all appointments, meetings, functions and receptions.
- Make logistical arrangements in terms of travel, accommodation for the CEO and Councillors
- Screens and attends to telephone and personal enquiries directed to the CEO
- Attends to telephone and personal enquiries directed to the CEO.
- Compile reports, documents, letters, memorandums and circulars as directed by the CEO
- Handles enquiries and related correspondences for the Council.
- Make all logistical arrangements for Council meetings.  
Which include but may not be limited to booking venues, compile and sent out agendas, take minutes, draft agendas for Management Committee and Council Meetings. Files all correspondence and Management Committee and Council Resolutions.

#### MINIMUM JOB REQUIREMENTS:

- National Diploma in Office Administration with Two (2) years' Experience **OR** National Certificate in Office Administration with four (4) years relevant experience.
- Relevant work experience in Council Affairs Support Services and Secretarial duties will be an added advantage.
- Valid driver's license.

#### GENERAL:

- Ample vacation and sick leave
- Pension fund
- Medical Aid (10/90 ratio)
- 13<sup>th</sup> cheque
- Housing Scheme

#### **COMMENCEMENT DATE**

The successful candidate is expected to commence with duty on **01<sup>st</sup> October 2025**

**\*\*\*PLEASE NOTE\*\*\***

**Completed Application Forms** accompanied by Certified Documents should be posted and hand delivered to the below street or postal addresses. No documents will be returned and only short-listed candidates will be notified **and no faxes will be accepted.**

**Enquiries: Human Resources Department**

Municipal Offices

2 Kreft Street-mail: secretary@otjimun.org.na

**OTJIWARONGO**

**Crede: "Together for a Smart, Vibrant and Sustainable Otjiwarongo of Excellence"**

**25<sup>th</sup> July 2025**